Meeting minutes

Date: October 6, 2024
Time: 10:20
Attendees: Team manager, Product Owner, Architect and DevOps

Agenda:

1. Git repository structure
2. Git backlog management system
3. Project specification report
4. User stories definition and prioritization

1. Git Repository Structure

We discussed the structure for the project's Git repository to ensure a streamlined workflow. Key points included:

- Agreement on naming conventions for branches and commits.
- Rules for pull requests, code reviews, and merge strategies.

Action Item: Tiago Lopes to finalize and document the repository structure.

2. Git Backlog Management System

We explored options for managing our project backlog within Git. Key decisions included:

- Integration with the tool GitHub Projects for backlog tracking.
- Defining how issues and tasks will be created, linked to Git branches, and closed with commit messages.

Action Item: Tiago Lopes to set up the chosen backlog management system.

3. Project Specification Report

A draft of the project specification report was reviewed. The report outlines the project's objectives, scope, and technical requirements. The team agreed on further refinements and additional details for inclusion.

Action Item: Abel Teixeira, José Marques to update the project specification report based on the given prototype.

4. User Stories Definition and Prioritization

We reviewed the user stories created for the project. Each story was discussed in detail, and the team worked on prioritizing them based on business value and technical feasibility.

Action Item: Luis Godinho to finalize the user stories and update their priority in the backlog.

Next Meeting: October 11, 2024
Adjourned: 14h

Action Items Summary:

1. Finalize Git repository structure – Tiago Lopes
2. Set up backlog management system – Tiago Lopes
3. Update project specification report – Abel Teixeira, José Marques
4. Finalize user stories and backlog priorities – Luís Godinho